Promoting Diversity & Inclusion for the Diplomatic Security Service



Project Title	Promoting Diversity & Inclusion for the Diplomatic Security Service
Project Summary	Work with the Diplomatic Security Service Council for Diversity and Inclusion (CDI) and the Diversity & Inclusion Office on matters pertaining to diversity and inclusion.
Country	United States

Project Description

- Design monthly CDI Newsletter
- Data analysis for annual CDI Climate Survey
- Production & professionalization of Climate Survey Report
- Graphic Design: design event fliers for Open Conversations or any diversity and inclusion Diplomatic Security events
- Serve as Program Associate for Monthly Council meetings, attending virtually when possible. Interns will be responsible for communications and minutes for the group
- Draft articles on Open Conversation events for CDI members to review and provide to DS/PA
- Create a Diversity & Inclusion Toolkit for DS
- a. Research current federal and non-federal resources for training and best practices in the workplace.
- b. Include areas such as recruitment, hiring, retention, promotion and recognition programs

Required Skills or Interests

Skill(s) Analytical writing Data analysis Data visualization Editing and proofreading Graphic design Research Survey / polling design

Additional Information

Tasked with protecting U.S. diplomats, Embassies and Consulates, as well as the integrity of U.S. travel documents, the Diplomatic Security Service has the largest global reach of any U.S. federal law enforcement agency. Diplomatic Security has offices in 29 U.S. cities and in more than 270 locations around the world. Since 1916, Diplomatic Security and its predecessor agencies have investigated passport and visa crime. The dedicated cadre of special agents, analysts, and support staff coordinate with other federal and international law enforcement agencies to help protect the integrity of the U.S. passport and visa.

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Language Requirements

None